



# CAPITAL IMPROVEMENT GRANT APPLICATION

## Friends of Dane County Parks Grant Program

Dane County Parks is pleased to offer grant funding for Dane County Parks Friend Groups and partner organizations to implement capital projects on Dane County Parkland.

### Who can apply:

To apply for a grant, the entity must:

- Have current 501(c)3 non-profit status
- Abide by all county rules, policies, and guidelines
- Have previously worked with Dane County Parks
- Have a project/program that will occur on a Dane County Park property
- Have current commercial general liability insurance at a limit of not less than \$1,000,000 per occurrence
- Have the capacity to implement the project on their own, including securing permits (if required)
- Only one (1) grant application can be submitted per organization/park property per year
- Previously awarded Friends Capital Improvement Grants must be closed before another application is accepted

### Eligible projects:

Grants will be awarded for capital projects on county parkland. Capital improvements are generally defined as permanent changes that have a life expectancy of at least ten years.

Projects must be far along in the planning process and meet the following minimum eligibility requirements to be considered for funding:

- Total project cost may not exceed \$25,000 for projects that involve construction or paving
- Project must be consistent with the Dane County Parks and Open Space Plan, park master plan and/or park work plan
- Projects must be pre-approved by Dane County Park staff

### Examples of eligible projects include, but are not limited to:

- Trail construction
- New habitat restoration (not maintenance of an existing restored area)
- New perennial plantings
- Tree planting
- Infrastructure development for existing community gardens on parkland
- Mobile storage structures (storage structures cannot become buildings)
- Interpretive Signage – design and fabrication are eligible expenses and working with a professional designer is required

### Projects that are not eligible:

- Buildings or other construction projects that exceed \$25,000 in total cost, which must be bid out through the County
- Projects that the organization can't manage and implement directly
- Plans or studies, brochures or printed outreach materials
- Projects on non-Dane County Parkland
- Projects for personal/private benefit

- Salary or honorariums
- Vehicles, machinery, trailers, equipment or hand tools
- Memorial bench installation
- Acquisition of land or easements
- Other projects may be deemed ineligible upon review

**Application Process:**

- The grant applications is available online at [www.danecountyparks.com/friendsgrants](http://www.danecountyparks.com/friendsgrants)
- Discuss project eligibility with the appropriate Dane County Park staff and receive an email or letter of confirmation of eligibility to include with the application.
- Complete the cover page, project narrative and budget. Incomplete applications will not be considered.
- Submit applications by email to: [dane-parks@countyofdane.com](mailto:dane-parks@countyofdane.com) or mail to: Dane County Parks 4318 Robertson Rd, Madison, WI 53714.
- If a grant is awarded, the grant recipient must submit a grant report and expense documentation to close the grant.

**Applications Must Include:**

- Cover sheet
- Project narrative
- Project budget
- When applicable, include supporting cost estimates, bids, screenshot of online cart with items and total, or written opinion of probably cost prepared by industry professionals.
- A map that shows the location of the project is not required, but will likely be beneficial depending on the project.
- A letter or email from a Dane County Parks staff member confirming the project eligibility and support.
- A copy of the IRS letter determining federal tax-exempt status.
- Organization’s [W9](#) signed and dated within this calendar year.
- Organization’s certificate of commercial general liability insurance.

**Grant Timeline:**

Applications are accepted throughout the year and grants are awarded on a rolling basis as long as funding is available. It may take 2-3 months after submitted an application to receive notification of grant award.

**Grant Evaluation Criteria:**

- Project clearly meets eligibility guidelines
- Project budget shows sound financial planning
- Application communicates the ability to successfully complete the project
- Clarity of the proposal and the expected outcomes
- Consistency with the Dane County Parks and Open Space Plan, park master plan and/or park work plan
- Consultation with park staff on the substance and effectiveness of the project



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### COVER SHEET

APPLICATION DATE \_\_\_\_\_

PROJECT TITLE \_\_\_\_\_

DANE COUNTY PARK PROPERTY \_\_\_\_\_

BRIEF PROJECT OVERVIEW \_\_\_\_\_

PROJECT TIMELINE \_\_\_\_\_

DANE COUNTY PARKS STAFF MEMBER CONSULTED \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

DOES THE ORGANIZATION HAVE CURRENT 501(C)3 NON-PROFIT STATUS?     YES     NO

DOES THE ORGANIZATION HAVE CURRENT LIABILITY INSURANCE?     YES     NO

ORGANIZATION MAILING ADDRESS \_\_\_\_\_

\_\_\_\_\_

AUTHORIZED CONTACT PERSON/TITLE \_\_\_\_\_

CONTACT PERSON EMAIL ADDRESS \_\_\_\_\_

CONTACT PERSON PHONE \_\_\_\_\_

GRANT REQUEST AMOUNT \_\_\_\_\_ TOTAL PROJECT COST \_\_\_\_\_

WILL YOU ACCEPT PARTIAL FUNDING?     YES     NO

WILL THIS PROJECT MOVE FORWARD WITHOUT THIS GRANT FUNDING?     YES     NO

CAN THE ORGANIZATION MEET THE 25% CASH MATCH REQUIREMENT?     YES     NO

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



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### **PROJECT NARRATIVE**

Concisely describe the project. Please include the purpose, park impacted, partners, activities, population served, expected outcomes, consistency with a park master plan or work plan.



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### PROJECT BUDGET

PROJECT TITLE \_\_\_\_\_

ITEM OR SERVICE DESCRIPTION	UNIT COST	TOTAL COST
<b>TOTAL PROJECT BUDGET</b>		
<b>GRANT REQUEST AMOUNT</b>		
<b>MATCH AMOUNT</b>		

**Tips for a good budget:**

- Be sure to review the grant program requirements carefully
- Provide details (model numbers, quantity, vendors, etc.)
- Check for non-profit pricing for items
- When applicable, include supporting cost estimates, bids, screenshot of online cart with items and total, or written opinion of probably cost prepared by industry professionals

**Once grant is approved, no budget changes may be made without prior approval by Dane County Parks.**